

Hello All: We have finally made the arrangements for our Course 21023, National SPM Recurrent Training: This course will take place on May 22-24, 2001 (travel on May 21 and May 25) in Las Vegas, Nevada. We are being sponsored and financially supported by the Runway Safety Office, and they will be providing us with a wealth of information at the conference.

We will be meeting at the:

Holiday Inn Boardwalk Casino
3750 Las Vegas Boulevard South
Las Vegas, NV 89109
Phone 702-735-2400, fax 702-739-7918

Call 1-800-635-4581 for reservations and ask for the tower rooms under the block "Federal Aviation Administration-FAA". The rooms should be priced at \$72 a night, and the hotel will accept tax exempt forms (Bring your own). PLEASE plan to stay in this hotel as we are receiving meeting rooms gratis because we are guaranteeing a block.

Dress will be business casual.

Government fare round trip airline tickets will be authorized.

RENTAL CARS WILL NOT, repeat NOT, be authorized. There are shuttles from the airport to the hotel.

All orders and vouchers should reflect the following appropriation code W/101.0/9Z20/12R/2136. Prepare the orders and vouchers in your offices, and send copies to us as advised below.

We must have a copy of each order and voucher issued under this appropriation code. Send the copy of the orders as soon as they are prepared to LELIA BURGESS, AFS-800. When the trip is completed, send a copy of the voucher to LELIA BURGESS, AFS-800. We have requirements from the Runway Safety Office to track the expenditure of funds for this conference therefore we need timely documents from all travelers. Thank you in advance for your cooperation in this matter.

REMINDER: Each region is to produce two ten minute power point presentations on the following subjects: (1) "Marketing Safety in New Ways" and (2) New Tools for Runway Incursion Prevention". Send your powerpoints to myself and Bill Hoenstine (ORL FSDO) by COB 5/15/01.

Bring your Order 8740.1D, Safety Program Manager's Handbook with you.

We are looking forward to our first all SPM conference in five years, and to having an opportunity to share with each other. Agenda to follow.

Any questions, call Melody Smith at 202-267-7952.

See you in Las Vegas,

Roger Baker